

CIA INTERNAL USE ONLY

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NOTICE NO.
LN 42-120-1

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CORRESPONDENCE
10 March 1954

SUBJECT: Correspondence submitted to the Director and his Deputies

1. All personnel of Logistics Office originating, preparing, processing, reviewing or concurring in correspondence prepared for submission to the DCI, DDCI, DD/A, DD/I, DD/P, Director of Training, AD for Communications and AD for Personnel, are requested to review the following Agency regulatory matter:

- a. Agency Correspondence Manual dated April 1952.
- b. [redacted] Concurrences".
- c. [redacted] dated 28 February 1953, "Preparation of Correspondence".
- d. P&SO Instruction dated 2 March 1953, "Correspondence Procedure".
- e. CIA Notice [redacted] dated 19 June 1953, "Correspondence of the Deputy Director".
- f. CIA Notice [redacted] dated 9 September 1953, "Staff Papers".
- g. Regulation [redacted] dated 29 October 1953, "Staff Studies".

2. In brief summary:

a. The provisions of CIA Regulation [redacted] "Staff Studies", apply also in principle to letters or other types of material submitted to the Director and others mentioned above.

b. If material is to be signed by the DCI or DDCI, two white file copies are required for the signer, plus two file copies for the DD/A. If addressed to the DCI or DDCI for approval, two white file copies are required for the approving official in addition to the original, plus one file copy for each concurring official.

c. Signature and title of the originator, concurrences, qualifications, or non-concurrences shall be evidenced in writing on the original and also on one white file copy of correspondence for the DCI or DDCI.

3. Provisions of the referenced regulations have been disregarded in some instances by this Office. It is particularly important that all Staff papers, including those prepared in emergencies or on a crash basis, be submitted in the required number of copies, in proper format and completely coordinated, in order to ensure expeditious processing through official channels without the necessity of return or retyping to complete details.

CHIEF, ADMINISTRATIVE STAFF

Chief, Administrative Staff

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